

RICHFIELD SCHOOL DISTRICT #316
 Statement of Policy
 Subject: Evaluation of Certificated Employees

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Purpose

The Primary purpose of teacher evaluation in the Richfield School District is twofold. First, it is to support the professional development needs of the individual teacher to improve instructional practice in the classroom. Second, it is to monitor and evaluate teacher performance as required by State statute.

The District's evaluation process is based, in part, on the work of Charlotte Danielson as presented in Enhancing Professional Practice: A Framework for Teaching and Teacher Evaluation to Enhance Professional Practice (Danielson & McGreal). Ms. Danielson's research provides the elements of effective instruction that most often leads to improved student achievement.

The Principal (or Superintendent in extenuating circumstances) shall conduct evaluation of all certified employees.

Employee's Permanent File

Formal evaluation documents, reprimands, documented accolades and other pertinent documents shall be reviewed, dated and signed by both evaluator/supervisor and the employee, after which the document shall be placed in the employee's permanent file.

Evaluation Program Guidelines:

Observation

A formal lesson observation must consist of a minimum of 30 minutes of uninterrupted classroom observation or one complete lesson, whichever is greater. The formal lesson observation may be prearranged or unannounced by the evaluator. The formal observation is one component of the evaluation. Other evaluation components may include but are not limited to: "Walk Through" observations, lesson plan reviews, compliance to curriculum standards, commitment to the Code of Ethics for Idaho Professional Educators, and having a good attitude as well as showing evidence of a good work ethic.

Observation Rubrics

Formal observations will be conducted using the Danielson-based rubric, modified as needed (but not diluted) to fit the expectations and professional culture of the Richfield School District. This rubric may be used alone as the Certified Staff Evaluation Summary Document or an additional narrative summary may be attached with it. The evaluator is required to include written comments on the Certified Employee Evaluation Summary form describing the criteria resulting in any element being marked as "needs improvement" or "unsatisfactory." Positive comments describing employee performance may also be included on the summary form.

The Post Conference

The post-conference must be held within 7 teaching days of the formal observation, unless waived by both the teacher and the evaluator, at which time a copy of the Certified Staff Evaluation Summary Document shall be given to the certified employee.

Rebuttal

The certified employee may submit a written rebuttal to the evaluation summary and have it attached to the summary to be placed in his/her district employment file. The rebuttal shall be initialed by both the employee and the evaluator to signify mutual awareness of the contents.

Professional Development Plan

The Professional Development Plan is a form to be completed annually by all certified employees. This plan, to be completed in collaboration with the evaluator, will focus and direct the certified staff employee's professional growth. The plan may be adjusted or rewritten at any time.

Employees Receiving Annual Contracts:

All certified employees receiving an annual contract (those employees that have been with the district for less than three (3) full years of continuous employment) shall be evaluated at least twice each year, with at least one evaluation completed prior to January 1.

When an employee's work is found to be unsatisfactory, a reasonable period of probation shall be established by the board. At the end of the probationary period, the board shall decide whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continuing probationary status.

Notwithstanding the provisions of the open meeting law, the decision to place a certificated employee on probationary status may be made in executive session and the employee shall not be named in the minutes of the meeting. A record of the decision shall be placed in that employee's personnel file. This procedure shall not preclude recognition of unsatisfactory work at a subsequent evaluation and the establishment of a reasonable period of probation.

The employee shall be notified in writing of the areas of work which are deficient, including the conditions of probation.

Employees Receiving Renewable Contracts:

The performance of each certificated employee receiving a renewable contract shall be evaluated at least annually. Before the board can determine not to renew a contract for reasons of an unsatisfactory report of the performance of any certificated person whose contract would otherwise be automatically renewed, or the renew the contract of an employee at a reduced salary, the employee shall be entitled to a reasonable period of probation. The period of probation shall be preceded by a written notice from the board with reasons for such probationary period and with provisions for adequate supervision and evaluation of the person's performance during the probationary period. The period of probation shall not affect the person's renewable contract status.

Consideration of probationary status for certificated personnel may be held in executive session. If the consideration results in probationary status, the individual on probation shall not be named in the minutes of the meeting. A record of this decision shall be placed in the teacher's personnel file.

Discharge of Certificated Employees:

Any certificated employee during the annual contract period or within a renewable contract may be discharged only after the following procedures are met.

1. The superintendent or other authorized administrative officer may recommend the discharge of any certificated employee by filing with the board written notice specifying the alleged reasons for discharge.
2. Upon receipt of the notice, the board, acting through its designee, shall give the affected employee written notice of the allegations and the recommendation of discharge, along with a written notice of a hearing before the board prior to any determination by the board.
3. The hearing shall be scheduled to take place not less than six (6) days nor more than twenty-one (21) days after receipt of the notice by the employee. The date provided for the hearing may be changed by mutual consent.
4. The hearing shall be public unless the employee requests in writing that it be in executive session.
5. All testimony at the hearing shall be given under oath or affirmation. Any member of the boards, or the clerk of the board, may administer oaths to witnesses or affirmation by witnesses.
6. The employee maybe represented by legal counsel and/or by a representative of a local or state teachers association.
7. The chairman of the board or his or her designee shall conduct the hearing.

8. The board shall cause an electronic record of the hearing to be made, or shall employ a competent reporter to take stenographic or steno-type notes of all the testimony at the hearing. A transcript of the hearing shall be provided at cost by the board upon request of the employee
9. At the hearing, the superintendent or duly authorized administrative officer shall present evidence to substantiate the allegations contained in the notice received by the board.
10. The employee may produce evidence to refute the allegations. Any witnesses presented by the superintendent or by the employee shall be subject to cross examination. The board may also examine witness and be represented by counsel.
11. The affected employee may file written briefs and arguments with the board within three (3) days after the close of the hearing or such other time as may be agreed upon by the affected employee of the board.
12. Within fifteen (15) days following the close of the hearing, the board shall determine and , acting through their duly authorized administrative official, notify the employee in writing whether the evidence presented at the hearing established the truth of the allegations and whether the employee is to be retained, immediately discharged, or be discharged upon termination of the current contract.

LEGAL REFERENCE:

Idaho Code Sections

33-514

33-514A

33-515

IDAPA 08.02.02.120

Gunter v. Board of Trustees, 123 Idaho 910 (1993)

Brown v. Caldwell Sch. Dist. No. 132, Idaho Sup. Ct. (June 21, 1995).